



City of Austin - JOB DESCRIPTION



AWU SCADA Analyst Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10860	Salary Grade:	LG9
Approved:	October 22, 2008	Last Revised:	December 13, 2010

Purpose:

Under limited supervision responsible for management of the real time SCADA/ESS (Supervisory Control and Data Acquisition/Electronic Security System) for Austin Water Utility. Responsible for ensuring the real-time control system integrity, availability and business responsiveness. Support primary customers, including Austin Water Treatment Operations, and City of Austin ratepayers. Manages a staff consisting of professional, technical, and administrative employees.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages, trains and leads staff that supports 24/7 real-time control systems and electronic security systems used by the Water and Wastewater Treatment Plants, Water Distribution and Wastewater Collection facilities.
2. Ensures real-time control system and electronic security system integrity and highest operational reliability and system availability.
3. Oversees daily evaluations and tuning of real time control systems operations to accomplish the best system performance. Communicate with dispatchers, engineers and field crews; perform troubleshooting, problem analysis and resolution as required.
4. Leads technical discussions on complex system issues; make recommendations and suggestions to management and users; interact closely with SCADA and ESS vendors or 3rd party technology vendors in order to keep abreast of the latest technology environment.
5. Works with CIP project management to ensure SCADA and ESS systems are updated and tested to support project schedule; ensure that all telemetry and controls are available and accurate.
6. Reviews and Coordinates the addition of Process Control Automation devices to the systems.
7. Manages customer relationships. Keep customers and project managers informed about status of all projects and manage project deadlines.
8. Oversees the implementation of the Advanced Network applications to ensure efficient and reliable remote system administration and troubleshooting.
9. Provides for emergency backup system and plans to exercise it on a regular basis.
10. Plans, implements, coordinates, monitors compliance and evaluates policies and procedures to guide staff actions and transactions. Implement changes to improve processes/policies.
11. Reviews current and future requirements from business and technical needs assessments and develop short and long-range plans to anticipate those needs.
12. Responsible for CIP and O & M sectional budgets associated with improvements and enhancements to the SCADA/ESS systems and other control systems.
13. Ensures group efforts to keep up with the latest developments in the utility industry, to meet Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), American Water Works Association (AWWA), Water Environment Federation (WEF) and Instrumentation Systems and Automation (ISA) standards and regulatory requirements.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Ability to work with Unix (Sun Solaris preferred).

Ability to direct the timely production of project proposals and agreements

Ability to understand database design and application development.

Ability to perform systems testing of specification requirements.

Ability to understand and use standard application development design, report and project management tools.

Ability to effectively participate in multiple projects or project capacities.

Ability to perform objective analyses and re-engineering of business processes to maximize quality service and cost-effectiveness.

Minimum Qualifications:

Graduation from an accredited four year college or university with major course work in a field related to Electrical Engineering, Computer Science, or Mathematics, plus six (6) years experience in a field related to SCADA/ESS, Water or Wastewater Process Control, or Windows/Unix Administration work experience, including two (2) years in a supervisory or lead capacity.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.